



KIRTLAND AIR FORCE BASE

# **FACILITY MANAGERS MEETING**

***Kirtland Fire Department***

**Would like to welcome  
everybody to the  
2005 Facility Managers Meeting**



## KIRTLAND AIR FORCE BASE

### ***OVERVIEW***

- FIRE INSPECTORS INTRODUCTION
- FIRE PREVENTION DIRECTIVES/GUIDANCE
- FACILITY FIRE INSPECTION PROCEDURES
- CHANGED IN OCCUPANCY CLASSIFICATION
- FIRE SAFETY DEFICIENCY PROCESS
- AF FORM 332 PROCESS
- HAZARDOUS ABATEMENT PROGRAM



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## ***OVERVIEW (Continued)***

- FIRE EXTINGUISHER PROGRAM
- WELDING PROGRAM
- PUBLIC ASSEMBLIES/COMMERICAL COOKING
- MASTER FACILITY FOLDER PROGRAM
- OTHER COMMENTS
- QUESTIONS



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## ***FIRE PREVENTION BRANCH STAFF***

- ***Fire Station 1, Building 20210***

- ***Fire Station 2, Building 1005***



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## ***FIRE PREVENTION DIRECTIVES/GUIDANCE***

- **Kirtland AFB Instruction (KAFBI) 32-2001, Fire Emergency Services**
  - **Currently DRAFT awaiting 377 ABW/CC Approval – ECD 1 Feb 05**
  - **Provides specific guidance on responsibilities for emergencies, inspections, Authority Having Jurisdiction and other related topics**
- **AFOSH Standard 91-501, Chapter 6 Fire Protection and Prevention**
- **Unified Facility Criteria (UFC) 3-600-01, DESIGN: Fire Protection Engineering for Facilities:**
  - **Establishes fire protection engineering policy and criteria for DoD components**
  - **Applicable to all new and existing DoD facilities located on or outside of DoD installations, whether acquired or leased by appropriated or non-appropriated funds, or third party financed and constructed**



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## ***FIRE PREVENTION DIRECTIVES/GUIDANCE***

- National Fire Protection Association (NFPA) Standards
- Air Force Engineering Technical Letters (ETLs)
- Factory Mutual (FM) Global Data Sheets
- DODI 6055.6, Fire Emergency Services
- AFI 32-2001, Fire Protection and Fire Prevention





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# ***FACILITY FIRE INSPECTION PROCEDURES***

- **Fire Inspectors Responsibilities:**

- **Contact facility managers with annual schedule for assigned facilities**
  - **Arrange date/time month prior to scheduled inspection month**
- **Review facility manager folder and open fire safety deficiencies (FSDs)**
- **Document new FSDs on AF Form 1487 and provide to Facility Manager for corrective action:**
  - **Clearly define FSD on location, requirement and specific codes from applicable guidance**
  - **Assign FSD Rating/Value Score using Matrix Work Sheet or Standardized Rating Sheet.**
- **Send AF Form 1487 to facility manager using e-mail (scan 1487) or fax**



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## ***FACILITY FIRE INSPECTION PROCEDURES***

### **• Facility Manager Responsibilities:**

- Ensure all employees comply with KAFBI 32-2001, AFOSH 91-501 and all other applicable fire prevention guidance
- Arrange inspection date/time in scheduled month. Failure to accomplish in schedule month will drive delinquency letter from 377 MSG/CE
- Maintain Facility Manager folder IAW KAFBI 32-2001
- Attend facility inspection with fire inspector: Take immediate actions to correct FSDs and provide answers on AF Form 1487 within established time lines:
  - Corrected on the spot or within 30 days of identification date
  - Submit FSD on AF Form 332 or call Customer Service for Direct Scheduled Work (DSW) when FSDs can not be corrected by facility manager
  - Ensure AF Form 1487 and FSD rating/value score sheets are submitted with AF Form 332 or provide information to production control for call in DSW





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### ***CHANGED IN OCCUPANCY CLASSIFICATION***

- 377 MSG/CE (Base Fire Marshal) has approved fire prevention branch as primary agency to identify current facility occupancy classifications
- Fire Inspectors will re-validated during facility fire inspections:
  - Confirm with facility manager mission/occupancy change is permanent
  - Validate occupancy change criteria using UFC 3-600-01, page 3, and paragraph 1-4.1.4.
  - Upon confirmation assign new occupancy classification type. Identify any new FSDs driven from occupancy change on 1487
  - Direct facility managers to follow guidance listed on ACES/FD 1487; assist in the coordination process and development of the ORM plan



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## ***FIRE SAFETY DEFICIENCY PROCESS***

- IAW KAFBI 32-2001, all FSDs will be managed through the 377 MSG/CE Division Work Order Review Board (WORB)
- FSDs I & IIs will be entered into Wing Hazardous Abatement Program
  - 377 MSG/CEFT & 377 ABW/SEG will provide specific guidance
- FSDs III, IV, & V will be managed internally through CE and prioritization will be managed through the normal facility project prioritization process utilizing the WORB and the Facility Board.
- 377 MSG/CE Customer Service Unit will prioritize FSDs:
  - FSD Rating (i.e. II), FSD Value Score (i.e. 109), and Fire Prevention Facility Priority (i.e. 1)



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## ***AF FORM 332 PROCESS***

- Facility Managers will attach the AF Form 332 with the appropriate AF Form 1487 to the Civil Engineer Customer Service Unit (CSU)
- FSDs under the scope of 50 Man hours and not included in impending Work Order or Project Scope will be referred for completion under Direct Schedule Work (DSW, Job Order) by 377 MSG/CEO
- FSDs over the scope of 50 Man hours but under 250 Man hours and not included in impending W/O or P/S will be reviewed by 377 MSG/CEO for in-house vs. contract execution and prioritized using FSD Matrix score in the quarterly Work Order Review Board
- FSDs over the scope of 250 Man hours and not included in impending W/O or P/S will be reviewed by 377 MSG/CEO and submitted for Engineering Project assignment. These projects will require an engineering study and design.



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## ***AF FORM 332 PROCESS***

- Facility Managers will continue to coordinate updates with 377 MSG/CE Customer Service Unit and provide updates to the fire prevention branch
- When an FSD is entered into the HAP, follow specific guidance as outlined in KAFBI 32-2001, AFI 91-301, and from the fire prevention branch



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## ***HAZARDOUS ABATEMENT PROGRAM***

- KAFBI 32-2001 establishes procedures to streamline the process entry of fire safety deficiencies into the HAP
- Only the top two FSD codes will be utilized for entry into the HAP with the equivalency of the top two RACs, IAW AFI 91-901, Attachment 8
- After 30 days, 377 MSG/CEFT and 377 ABW/SEG will determine if the FSD will be entered into the wings HAP. Upon entry into the HAP, the ABW/SEG will assign the RAC tracking number
- Facility Managers will be notified to complete AF Form 3/1128
- ORM Plan: Fire Inspectors will coordinate development of the standardized fire prevention ORM Plan with the facility manager for processing on Staff Summary Sheet for Coordination





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## ***FIRE EXTINGUISHER PROGRAM***

- **Facility Managers Responsibilities**
  - **Conduct visual inspection monthly of all installed building fire-alarm detection systems and fire extinguishers**
  - **Fire extinguisher inspections documented on a KAFB Form 14, Fire Extinguisher Record, which must be attached to each extinguisher**
    - **Inspection will include physical appearance of all components for evidence of tampering, damage, or abuse that may render the systems or extinguishers inoperable and service dates**





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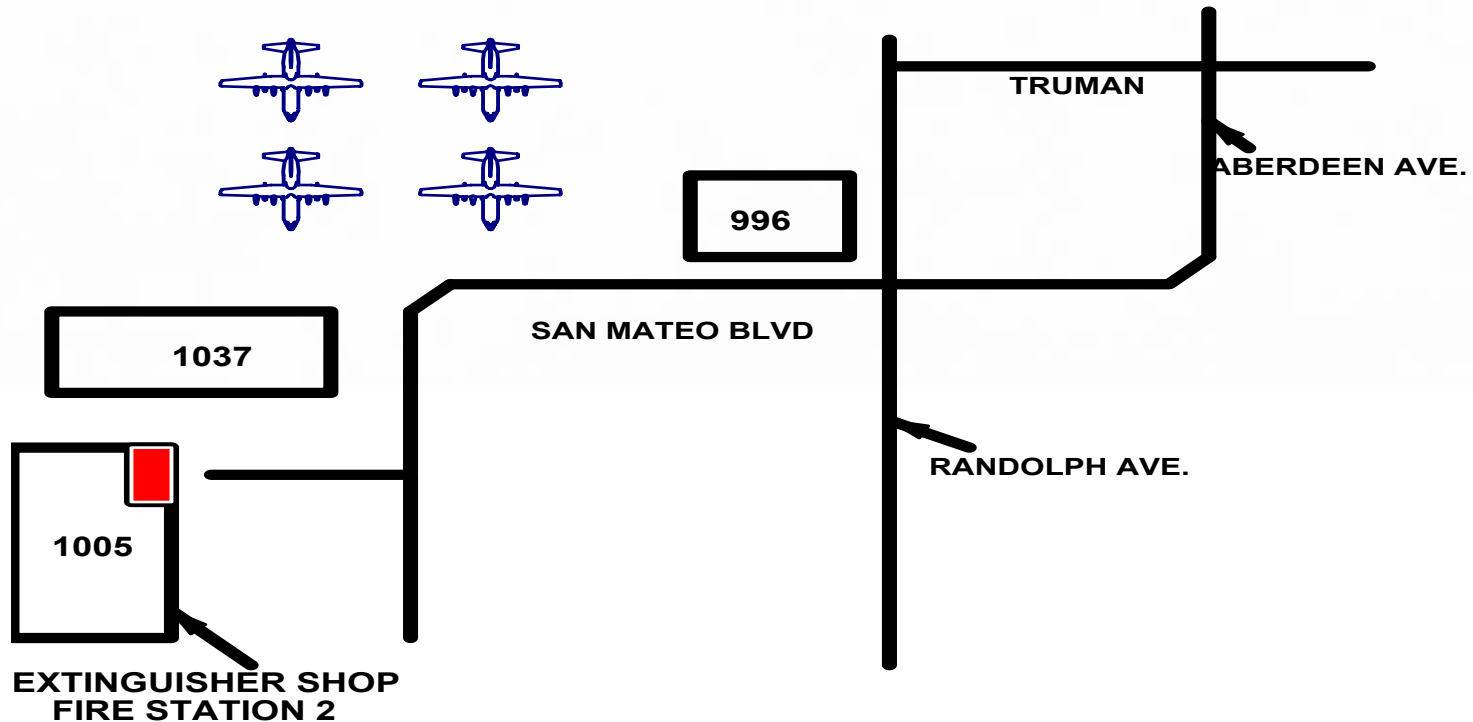
## ***FIRE EXTINGUISHER PROGRAM (Continued)***

- Update fire extinguisher log in Master Facility Manager Folder
- *Do not purchase extinguishers without first coordinating through fire prevention*
- Fire Extinguisher Training is an annual requirement.
  - Videos and Powerpoints
  - Documentation
  - Location of training
- Facility Managers will instruct personnel on fire extinguisher operation upon *initial* arrival and *annually* thereafter.



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## EXTINGUISHERS SHOP LOCATION





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## ***WELDING PROGRAM***

- **Walk In-service**
  - **Issue Welding, Brazing, & Cutting Permits**
- **Supervisor Welding Certification Program**
  - **Allows organizations with a mission of routine welding to be certified to issue Welding, Brazing, & Cutting Permits on behalf of the fire prevention branch**
- **Point of Contact: Fire Inspector Lillian Gonzales, 846-8305**



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## ***COMMERICAL COOKING OPERATIONS***

- POC; Fire Inspector Tommy Hobson, 853-6094
- Compliance Guidance:
  - KAFBI 32-2001
  - AFOSH Std 91-501
  - NFPA 96
  - UFC 3-600-01
- Facility Managers Responsibilities:
  - Train Employees and Follow Opening//Closing Checklist
  - Ensure Spare Grease Filters are on-hand
  - Ensure Hood & Duct systems are cleaned IAW Guidance
  - Filters and exposed surface hoods are cleaned daily and document
  - Conduct NO cooking operations without fully operational hoods



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# ***COMMERICAL COOKING OPERATIONS***

- Thermostat testing for deep fat fryers must be conducted annually and during maintenance
- Overhead Fire Extinguishing Systems
  - Employees must be trained in use
  - Nozzles must be positioned over cooking surfaces
  - No cooking equipment can be operated without fire protection
  - DO NOT obstruct pull stations and they may have up to 14 inches of slack----  
PULL HARD
- RESIDENTAL VS. COMMERCIAL COOKING OPS
  - Residential stoves are NOT AUTHORIZED unless officially coordinated between Organizational Commander/Functional Manager, Fire Prevention and 377 MSG/CE
    - If approved, the organization is responsible for providing funding to 377 MSG/CE for the installation of Residential Stove fire extinguishing system at approximate cost between \$5K to \$10K



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## ***MASTER FACILITY MANAGER FOLDER***

- KAFBI 32-2001, drives a new requirement to standardized all facility manager folders and minimum requirements: (can use 6-part folders or binders)
- AFOSH Standard 91-501, Chapter 6 provides additional guidance concerning compliance with fire prevention
- Fire Inspectors will inspect the master facility manager folder during scheduled facility fire inspections
- Templates located:
  - [www.kirtland.af.mil/Organizations/CivilEngineer/FireDept/fdhome.html](http://www.kirtland.af.mil/Organizations/CivilEngineer/FireDept/fdhome.html)





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# ***MASTER FACILITY MANAGER FOLDER TABs***

### •TAB 1

- Facility Managers Appointment Letter
- Fire Extinguisher Log
- Opening/Closing Checklist
  - Public Assembly & Facility Manager Checklist *(if applicable)*
  - Air Force Family Child Care Home (FCCH) Checklist *(if applicable)*
  - Air Force Child Development Center (CDC) Checklist *(if applicable)*
  - Air Force School Age Program Facilities Checklist *(if applicable)*
  - Off Base Quarters Checklist *(if applicable)*

### •TAB 2

- AF Form 1487 (Previous)

### •TAB 3

- AF Form 332 (Previous)
- Update Status for open Fire Safety Deficiencies (FSDs)

### •TAB 4

- Emergency Action Plan (EAP)
- Evacuation Plan with primary and secondary routes

### • TAB 5

- Employees Training (Fire extinguishers, prevention, etc)
- Documented AF Form 1085 for the last two years

### • TAB 6

- Explosive Licenses *(if applicable)*
- Other Fire Prevention Guidance



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## ***OTHER COMMENTS***

- Ensure facility managers update the master facility managers listing through 377 MSG/CE Real Property
- Fire Prevention Week: 2-9 Oct 2005
- **QUESTIONS?**



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# CLOSING STATEMENTS

**THANK YOU FOR  
ATTENDING!**